

To pay online with a credit card:

Click on the link below or type the URL into your browser

1. <http://www.courts.wa.gov/>
2. Click on "Programs and Organizations"
3. See "Programs" and Click on "Professional Guardian Certification Program"
4. Click on "Maintain your Certification"

The screen below should be visible.

Maintain your Certification

To continue, please enter your CPG Application Number and email address:

CPG Number:

Email Address:

PassWord:

- 
5. Type your
"CPG Number"
"Email Address"
"Password"

Your CPG number and Password should be mailed to you by Monday, May 12, 2014.

6. After the correct information referenced in Step 5 above is provided the screen below will be visible.

Step 2: Profile
Please fill out as many fields as possible for Business Information. In addition, please select at least 1 (one) county to the right of the form for availability.

* Indicates Required Field

Business Information First Name <input type="text"/> * Middle Name <input type="text"/> Last Name <input type="text"/> * Business Name <input type="text"/> Business Physical Address <input type="text"/> * City State Zip <input type="text"/> WA <input type="text"/> * Business Mailing Address <input type="text"/> * City State Zip <input type="text"/> WA <input type="text"/> * Business Phone <input type="text"/> * Contact Number <input type="text"/> Business Fax <input type="text"/> Business Email <input type="text"/> * Password <input type="password"/>	Geographic Availability (Please check all that apply) <input type="checkbox"/> All Counties (Statewide) <table border="0"> <tr> <td><input type="checkbox"/> Adams</td> <td><input type="checkbox"/> Grays Harbor</td> <td><input type="checkbox"/> Pierce</td> </tr> <tr> <td><input type="checkbox"/> Asotin</td> <td><input type="checkbox"/> Island</td> <td><input type="checkbox"/> San Juan</td> </tr> <tr> <td><input type="checkbox"/> Benton</td> <td><input type="checkbox"/> Jefferson</td> <td><input type="checkbox"/> Skagit</td> </tr> <tr> <td><input type="checkbox"/> Chelan</td> <td><input type="checkbox"/> King</td> <td><input type="checkbox"/> Skamania</td> </tr> <tr> <td><input type="checkbox"/> Clallam</td> <td><input type="checkbox"/> Kitsap</td> <td><input type="checkbox"/> Snohomish</td> </tr> <tr> <td><input type="checkbox"/> Clark</td> <td><input type="checkbox"/> Kittitas</td> <td><input type="checkbox"/> Spokane</td> </tr> <tr> <td><input type="checkbox"/> Columbia</td> <td><input type="checkbox"/> Klickitat</td> <td><input type="checkbox"/> Stevens</td> </tr> <tr> <td><input type="checkbox"/> Cowlitz</td> <td><input type="checkbox"/> Lewis</td> <td><input type="checkbox"/> Thurston</td> </tr> <tr> <td><input type="checkbox"/> Douglas</td> <td><input type="checkbox"/> Lincoln</td> <td><input type="checkbox"/> Wahkiakum</td> </tr> <tr> <td><input type="checkbox"/> Ferry</td> <td><input type="checkbox"/> Mason</td> <td><input type="checkbox"/> Walla Walla</td> </tr> <tr> <td><input type="checkbox"/> Franklin</td> <td><input type="checkbox"/> Okanogan</td> <td><input type="checkbox"/> Whatcom</td> </tr> <tr> <td><input type="checkbox"/> Garfield</td> <td><input type="checkbox"/> Pacific</td> <td><input type="checkbox"/> Whitman</td> </tr> <tr> <td><input type="checkbox"/> Grant</td> <td><input type="checkbox"/> Pend Oreille</td> <td><input type="checkbox"/> Yakima</td> </tr> </table>	<input type="checkbox"/> Adams	<input type="checkbox"/> Grays Harbor	<input type="checkbox"/> Pierce	<input type="checkbox"/> Asotin	<input type="checkbox"/> Island	<input type="checkbox"/> San Juan	<input type="checkbox"/> Benton	<input type="checkbox"/> Jefferson	<input type="checkbox"/> Skagit	<input type="checkbox"/> Chelan	<input type="checkbox"/> King	<input type="checkbox"/> Skamania	<input type="checkbox"/> Clallam	<input type="checkbox"/> Kitsap	<input type="checkbox"/> Snohomish	<input type="checkbox"/> Clark	<input type="checkbox"/> Kittitas	<input type="checkbox"/> Spokane	<input type="checkbox"/> Columbia	<input type="checkbox"/> Klickitat	<input type="checkbox"/> Stevens	<input type="checkbox"/> Cowlitz	<input type="checkbox"/> Lewis	<input type="checkbox"/> Thurston	<input type="checkbox"/> Douglas	<input type="checkbox"/> Lincoln	<input type="checkbox"/> Wahkiakum	<input type="checkbox"/> Ferry	<input type="checkbox"/> Mason	<input type="checkbox"/> Walla Walla	<input type="checkbox"/> Franklin	<input type="checkbox"/> Okanogan	<input type="checkbox"/> Whatcom	<input type="checkbox"/> Garfield	<input type="checkbox"/> Pacific	<input type="checkbox"/> Whitman	<input type="checkbox"/> Grant	<input type="checkbox"/> Pend Oreille	<input type="checkbox"/> Yakima	Guardian Application 1. Agreement 2. Profile 3. Training & Education 4. Employment Experience 5. License & Certification 6. History Information 7. Attorney Information & Jurisdiction 8. Declaration 9. Review & Summary 10. Certification Renewal [Sign out] Continue to Step 3 -->
<input type="checkbox"/> Adams	<input type="checkbox"/> Grays Harbor	<input type="checkbox"/> Pierce																																							
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<input type="checkbox"/> Grant	<input type="checkbox"/> Pend Oreille	<input type="checkbox"/> Yakima																																							

7. Click on **"Certification Renewal"**. The screen below should be visible.

CPGs working for a Certified Professional Guardian Agency (CPGA) should pay \$250. If you work for a CPGA, please check "Yes" for Question #1 and "Yes" for Question #2.

<p>1. Do you, an individual certified professional guardian or agency, have 25 or fewer guardianship case appointments? Yes (Go to question 2) <input type="radio"/> No (Pay \$350.00)</p> <p>2. Do you, an individual certified professional guardian or agency, make less than \$500,000 total countable guardianship under management? <input checked="" type="radio"/> Yes (Pay \$250.00) <input type="radio"/> No (Pay \$350.00)</p> <p> <input type="text" value="250.00"/> - Renewal Amount <input type="text" value="0.00"/> - Late Fee (is applied when renewal is done between August 2nd, 2014 until October 1st, 2014) <input type="text" value="250.00"/> - Total Amount <input type="button" value="Reset"/> <input type="button" value="Pay"/> </p>	Guardian Application 1. Agreement 2. Profile 3. Training & Education 4. Employment Experience 5. License & Certification 6. History Information 7. Attorney Information & Jurisdiction 8. Declaration 9. Review & Summary 10. Certification Renewal [Sign out]
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Certification History		
Description	Amount	Date
Dues - Annual/Renewal Dues Paid	\$250.00	07/19/2013
Dues - Annual/Renewal Dues Paid	\$150.00	07/10/2012
Dues - Annual/Renewal Dues Paid		07/15/2011
Dues - Annual/Renewal Dues Paid	\$150.00	07/27/2010
Dues - Annual/Renewal Dues Paid	\$150.00	08/29/2009
Dues - Annual/Renewal Dues Paid	\$150.00	07/25/2008
Dues - Annual/Renewal Dues Paid	\$150.00	07/05/2007

8. If the answer to Question 1 is "No" pay \$350
 If the answer to Question 1 is "Yes" Go to Question 2.
 The screen below should be visible.

1. Do you, an individual certified professional guardian or agency, have 25 or fewer guardianship case appointments?
 Yes (Go to question 2)
☐ No (Pay \$350.00)

2. Do you, an individual certified professional guardian or agency, make less than \$500,000 total countable guardianship under management?
☒ Yes (Pay \$250.00)
☐ No (Pay \$350.00)

- **Renewal Amount**
 - **Late Fee** (is applied when renewal is done between August 2nd, 2014 until October 1st, 2014)
 - **Total Amount**

Guardian Application

1. [Agreement](#)
2. [Profile](#)
3. [Training & Education](#)
4. [Employment Experience](#)
5. [License & Certification](#)
6. [History Information](#)
7. [Attorney Information & Jurisdiction](#)
8. [Declaration](#)
9. [Review & Summary](#)
10. [Certification Renewal](#)

[\[Sign out\]](#)

Certification History

Description	Amount	Date
Dues - Annual/Renewal Dues Paid	\$250.00	07/19/2013
Dues - Annual/Renewal Dues Paid	\$150.00	07/10/2012
Dues - Annual/Renewal Dues Paid		07/15/2011
Dues - Annual/Renewal Dues Paid	\$150.00	07/27/2010
Dues - Annual/Renewal Dues Paid	\$150.00	08/29/2009
Dues - Annual/Renewal Dues Paid	\$150.00	07/25/2008
Dues - Annual/Renewal Dues Paid	\$150.00	07/05/2007

9. If the answer to Question 2 is “No” pay \$350
 If the answer to Question 2 is “Yes” pay \$250
 The screen below should be visible.

1. Do you, an individual certified professional guardian or agency, have 25 or fewer guardianship case appointments?
 Yes (Go to question 2)
☐ No (Pay \$350.00)

2. Do you, an individual certified professional guardian or agency, make less than \$500,000 total countable guardianship under management?
☒ Yes (Pay \$250.00)
☐ No (Pay \$350.00)

- **Renewal Amount**
 - **Late Fee** (is applied when renewal is done between August 2nd, 2014 until October 1st, 2014)
 - **Total Amount**

Guardian Application

1. [Agreement](#)
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[\[Sign out\]](#)

Certification History

Description	Amount	Date
Dues - Annual/Renewal Dues Paid	\$250.00	08/02/2013
Dues - Annual/Renewal Dues Paid	\$150.00	07/19/2012
Dues - Annual/Renewal Dues Paid		07/15/2011
Dues - Annual/Renewal Dues Paid	\$150.00	07/19/2010
Dues - Annual/Renewal Dues Paid	\$150.00	07/07/2009
Dues - Annual/Renewal Dues Paid	\$150.00	07/11/2008
Dues - Annual/Renewal Dues Paid		07/25/2007

Message from webpage

? Confirmation Payment of \$250.00
will be billed to your Credit Card

10. Click “OK”. The screen below should be visible.

1. Do you, an individual certified professional guardian or agency, have 25 or fewer guardianship case appointments?

Yes (Go to question 2)

☐ No (Pay \$350.00)

2. Do you, an individual certified professional guardian or agency, have 25 or fewer guardianship case appointments?

☒ Yes (Pay \$250.00)

☐ No (Pay \$350.00)

- **Renewal Amount**

- **Late Fee** (is applied when renewal is done between August 2nd, 2014 until October 1st, 2014)


- **Total Amount**

Guardian Application

1. Agreement
2. **Profile**
3. Training & Education
4. Employment Experience
5. License & Certification
6. History Information
7. Attorney Information & Jurisdiction
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9. Review & Summary
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[\[Sign out\]](#)

Message from webpage

 You will be rerouted to the credit card payment page

Certification History

Description	Amount	Date
Dues - Annual/Renewal Dues Paid	\$250.00	08/02/2013
Dues - Annual/Renewal Dues Paid	\$150.00	07/19/2012
Dues - Annual/Renewal Dues Paid		07/15/2011
Dues - Annual/Renewal Dues Paid	\$150.00	07/19/2010
Dues - Annual/Renewal Dues Paid	\$150.00	07/07/2009
Dues - Annual/Renewal Dues Paid	\$150.00	07/11/2008
Dues - Annual/Renewal Dues Paid		07/25/2007


11. Click "Ok". The screen below should be visible.

WASHINGTON COURTS

[Courts Home](#) | [Credit Card Processing Center](#)

[Search](#) | [Site Map](#) | [eService Center](#)

Payment by Credit Card for Professional Guardian Certification Renewal

Secure Transaction 

You can pay your bill by credit card. Please pay the amount of **\$250.00** to the credit card indicated below for **Professional Guardian Certification Renewal**.

Notice: AOC does not store any billing or credit card information. We pass your invoice information to the merchant (Bank of America) who then processes your card.

All fields are required.

Credit Card Details:

First Name | Last Name on Card:

Credit Card Number:

Expiration Date:

Card Type:

Credit Card Billing Information

Billing Address:

City | State | Zip:

Country:

Phone Number:

Email Address:

Charge Amount: **\$250.00**

<-- Please click the "Submit" button once. It may take a few seconds to process.

8. Input required information and click "Submit". Please be patient, it may take a few seconds to process. If you click "Submit" more than once, you could make multiple payments.